



*Sefton's Performance Reporting and Information NeTwork (SPRINT)*

## **Annual Service Plan Monitoring**

Department: Legal and Administration Services

Author: Policy and Performance

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## **Administrative Services**

| <u>Action</u>   | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| ASP01-LAS-AP-001 - Continue to provide a high quality democratic service to the Council, including Systems Administration of Modern.gov, Management of Members ICT, Provision of secretarial support to Councillors and administration of School Appeals. | Caroline Elwood            | Steve Pearce        | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u>     | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|---------------------|-----------------|---------------------|---------------|
| Complete the roll-out of the Modern.Gov Committee Management System using a phased approach to functionality release under the direction of the ICT Steering Group and continue to act as System Administrator  |                     | 31-Mar-2010     | Steve Pearce        | On Target     |
| Produce an accurate and timely Year Book and Diary  | Yearbook circulated | 31-Mar-2010     | Paul Fraser         | Completed     |
| Organise and ensure all School Admission, Exclusion and Transport Appeals are serviced in accordance with appropriate Regulations and charges to CSF under the SLA are submitted quarterly and provide support to Panel Members and organise training |                     | 31-Mar-2010     | Ian Barton          | On Target     |
| Develop and implement Action Plan arising from the EIA of all Committee and Members Services  |                     | 31-Mar-2010     | Steve Pearce        | On Target     |
| Implement web pages for Members with facility to update them themselves and explore use of Blogs  |                     | 31-Mar-2010     | Steve Pearce        | On Target     |
| Continue to roll out Members ICT/Mobile Working, and produce quarterly Newsletter for Members   |                     | 31-Mar-2010     | Steve Pearce        | On Target     |
| Administer an accurate record of Outside Body Places  |                     | 31-Mar-2010     | Olaf Hansen         | On Target     |
| Provide a responsive, accurate Personal Secretarial Service to Group Leaders and Members of Political Groups on the Council   |                     | 31-Mar-2010     | Lynne Prescott      | On Target     |

**Progress Summary**

| <u>Period</u> | <u>Action Plan Status</u> | <u>% Complete</u> |
|---------------|---------------------------|-------------------|
| Quarter 2     | On Target                 | 50                |
| Quarter 1     | On Target                 | 25                |

| <u>Action</u>   | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| ASP01-LAS-AP-002 - Compilation of the Electoral Register for the Borough, organisation of all Elections, production and administration of Postal Votes in accordance with legislation/guidance and keep Polling arrangements under review and provide office services to the Department | Caroline Elwood            | Andrea Grant        | 31-May-2010     | On Target     |

| <u>Activities</u>  | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|--|-----------------|-----------------|---------------------|---------------|
| 1 - Undertake the Electoral Canvass of the Borough and publish an accurate Electoral Register  |                 | 31-Jan-2010     | Neil Middlehurst    | On Target     |
| 2 - Organisation of the Borough Elections and any By-Elections that occur in the year  |                 | 31-May-2010     | Neil Middlehurst    | On Target     |
| 3 - Continue to implement of the requirements of the Electoral Administration Act  |                 | 31-Mar-2010     | Neil Middlehurst    | On Target     |
| 4 - Implement of the Action Plan arising from the EIA of Electoral Services  |                 | 31-Mar-2010     | Neil Middlehurst    | On Target     |
| 5 - Continue to work collaboratively with the Merseyside Strategic Electoral Services Partnership, act as Strand User Group Chair and as an active AEA member to influence Policy Development and legislative change |                 | 31-Mar-2010     | Neil Middlehurst    | On Target     |
| 6 - Provide a range of office services to the Legal and Administrative Services Department   |                 | 31-Mar-2010     | Neil Middlehurst    | On Target     |

| <u>Progress Summary</u> |                           |                   |
|-------------------------|---------------------------|-------------------|
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| Quarter 1               | On Target                 | 25                |
| Quarter 1               | On Target                 | 25                |

**Progress**

The Electoral Services Team are progressing on the annual canvass for the 2010 Register of Electors, with a 70% of voter registration forms received to date. The exercise to match the register data base with property reference information from the Local Land and Property Gazetteer is almost complete with a 99% match. The team are also well on with preparations for the local elections in May 2010 and the next Parliamentary General Election.

**Issues affecting current/future progress & corrective actions**

| <u>Action</u>   | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| ASP01-LAS-AP-003 - Provide a wide range of efficient, responsive and customer orientated services | Andrea Grant               | Marjorie Kelly      | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u>   | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|---|-----------------|---------------------|---------------|
| 1 - Provide a fast, accurate and professional Land Charge Service, which strives to achieve the income target   |   | 31-Mar-2010     | Marjorie Kelly      | On Target     |
| 2 - Gain approval for a new Land Charge System provider   | Business case submitted to Avarto                         | 31-Mar-2010     | Marjorie Kelly      | On Target     |
| 3 - Work closely with the Business Transformation Team to develop a feasibility plan and options to implement an on-line portal linked to the Corporate GIS   | Proposed as part of the business plan submitted to Avarto | 31-Mar-2010     | Marjorie Kelly      | On Target     |
| 4 - Provide a customer orientated registration of Births, Deaths & Marriages Service, organise and deliver a wide range of Statutory and Non-Statutory Ceremonies, and ensure all outside venues and approved premises are licensed in accordance with statutory requirements |   | 31-Mar-2010     | Diana Wright        | On Target     |
| 5 - When released, use and ensure staff are trained to use the new GRO Marriage System  |   | 31-Mar-2010     | Diana Wright        | On Target     |
| 6 - Provide administrative support for Sefton, Knowsley and St Helens to the Coroner, including the organisation of inquests  |   | 31-Mar-2010     | Andrea Grant        | On Target     |

| <u>Progress Summary</u> |                           |                   |
|-------------------------|---------------------------|-------------------|
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| Quarter 1               | On Target                 | 25                |

## **Corporate Initiatives**



| <u>Action</u>   | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|---|----------------------------|---------------------|-----------------|---------------|
| ASP03-LAS-AP-001 - Continue to reduce sickness absence levels to 4% for overall sickness absence, comprising 1.8% for long-term sickness and 2.2% for short-term. | Caroline Elwood            | Caroline Elwood     | 31-Mar-2010     | On Target     |

| <u>Activities</u>  | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|--|-----------------|-----------------|---------------------|---------------|
| 1 - Monthly monitoring of the sickness absence reports                               |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 2 - Early referral to Sickness Absence Panel of any difficult sickness absence cases |                 | 31-Mar-2010     | Caroline Elwood     | On Target     |
| 3 - Representation at regular Occupational Health Co-Coordinator meetings            |                 | 31-Mar-2010     | Caroline Elwood     | On Target     |

| <u>Progress Summary</u> |                           |                   |
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| Quarter 1               | On Target                 | 25                |

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|--|----------------------------|---------------------|-----------------|---------------|
| ASP03-LAS-AP-002 - Review of H&S policies and procedures within the department<br>Review H&S risk assessments for the department | Caroline Elwood            | Andrea Grant        | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| 1 - Ensure Department H & S Procedures within Department are compliant                      |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 2 - Ensure H & S Risk Assessments and deliver appropriate training to Managers is delivered |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 3 - Representation at Directorate H & S Committee once established                          |                 | 31-Mar-2010     | Andrea Grant        | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP03-LAS-AP-003 - Achieve Level 4 of the Equality Standard and ensure progress towards Level 3 is complete | Caroline Elwood            | Andrea Grant        | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| 1 - Use of the ES@T system to reflect progress within the Department  |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 2 - Adhere to Equality Impact Assessment timetable for the Department   |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 3 - Adopt actions from Corporate Equalities Training Plan   |                 | 31-Mar-2010     | Caroline Elwood     | On Target     |
| 4 - Include Equalities Training (all 6 themes) in PDR's/CO Appraisal and set appropriate targets for all staff, front-line staff and managers |                 | 31-Mar-2010     | Caroline Elwood     | On Target     |
| 5 - Include Equalities in Induction of New Staff  |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 6 - Develop and implement actions to achieve Level 4 and full compliance with Level 3 of the Equalities Standard                              |                 | 31-Mar-2010     | Andrea Grant        | On Target     |
| 7 - Prepare an Action Plan which addresses any issues arising from the 2007 Equalities Monitoring Weeks dataset                               |                 | 31-Mar-2010     | Andrea Grant        | On Target     |

| <u>Progress Summary</u> |                           |                   |
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| Quarter 1               | On Target                 | 25                |

## **Legal Services**

| <u>Action</u>  | <u>Authorising Officer</u> | <u>Lead Officer</u> | <u>Deadline</u> | <u>Status</u> |
|--|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-001 - Facilitate completion of major sales in accordance with appropriate time-scales | Caroline Elwood            | Anne Peplow         | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u>  | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|--|-----------------|---------------------|---------------|
| <p>Completion of sales of property producing capital receipts, to include</p> <p>Sales</p> <p>New Park Farm</p> <p>Pleasureland site Southport further Surrender and Lease back</p> <p>Option Agreement land adj to Vine House Seaforth</p> <p>Former Town Lane Tip Benthams Way</p> <p>Bootle Golf Club long Lease</p> <p>Purchases</p> <p>The Sandpiper Sandbrook Way</p> <p>Court Hey Park (Biobank)</p> <p>General vesting Orders in respect of Queen's Rd and Bedford Road and the Klondyke</p> <p>Bootle</p> <p>Conclusion of Court of Appeal Action involving two CPO objectors</p> <p>Water Centre - Acquisition of interests to enable grant funding and sub-station Lease</p> | <p>Sales - all matter completed except Vine House</p> <p>Purchases - all completed</p> <p>GVO's for Queens Road and Klondyke completed</p> <p>Court case concluded</p> <p>Water Centre still ongoing</p> | 31-Mar-2010     | Anne Peplow         | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|--|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-002 - Implement reforms to Planning System set out in Planning Act 2008 | Dave Mackey                | Peter Cowley        | 31-Mar-2010     | On Target     |

| <u>Activities</u>  | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|--|-----------------|-----------------|---------------------|---------------|
| 1 - Provide advice and assistance to Planning Department regarding Planning Act, in particular introduction of Community Infrastructure levy |                 | 31-Mar-2010     | Peter Cowley        | On Target     |
| 2 - Provide training to appropriate staff  |                 | 31-Mar-2010     | Peter Cowley        | On Target     |
| 3 - Provide advice and assistance to the Planning Committee regarding Planning Act 2008  |                 | 31-Mar-2010     | Peter Cowley        | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-003 Implement amendments to Criminal Procedure Rules which place new duties on Prosecutors to provide initial details of the prosecuting case for all offences, to the Council and to the Defendant. | Caroline Elwood            | Peter Cowley        | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| Provide training to appropriate staff   |                 | 31-Mar-2010     | Peter Cowley        | On Target     |
| Provide advice and assistance to Client Departments regarding New Regulations |                 | 31-Mar-2010     | Peter Cowley        | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-004 - Provide legal advice to the Personnel Department and work with external partner (DLA) on the conduct of all Equal Pay claims faced by the Council. | Dave Mackey                | David McCullough    | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| 1 - Legal advice and representation to the Childrens Services Directorate on the implementation of the Public Law Outline |                 | 31-Mar-2010     | David McCullough    | On Target     |
| 2 - Ensure appropriate training for all officers.   |                 | 31-Mar-2010     | David McCullough    | On Target     |
| 3 - Ensure all Equal Pay claims are dealt with within the appropriate timescales.   |                 | 31-Mar-2010     | Therese Avis        | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-005 Provide legal advice to the Health & Social Care Directorate in relation to the implementation of the Government's Transforming Social Care Agenda | Caroline Elwood            | David McCullough    | 31-Mar-2010     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| Attend Pam Merseyside meetings of lawyers and officers to co-ordinate the implementation of services consistently throughout the area |                 | 31-Mar-2010     | David McCullough    | On Target     |
| Provide advice and assistance to the Health & Social Care Directorate   |                 | 31-Mar-2010     | David McCullough    | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|--|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-006 Implement electronic court bundling system and case management systems of the Tricostar Case Management System within the Child Care and Social Services Team | Caroline Elwood            | David McCullough    | 31-Dec-2010     | On Target     |

| <u>Activities</u>  | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|--|-----------------|-----------------|---------------------|---------------|
| Organise training of staff on the electronic court bundling system     |                 | 31-Oct-2009     | David McCullough    | On Target     |
| Implement the electronic court bundling system                         |                 | 31-Oct-2009     | David McCullough    | On Target     |
| Draft specification for case management system and submit to Tricostar |                 | 31-Oct-2009     | David McCullough    | On Target     |
| Implement case management system                                       |                 | 31-Oct-2009     | David McCullough    | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-007 Provide legal advice and assistance to the Project Board and Team to implement the One School Pathfinder/Building Schools for the Future Scheme for Litherland High School | Caroline Elwood            | Dave Mackey         | 31-Aug-2010     | On Target     |

| <u>Activities</u>                      | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|--|-----------------|-----------------|---------------------|---------------|
| Regular Project Board Meetings         |                 | 31-Oct-2009     | Dave Mackey         | On Target     |
| Advice to the Project Team             |                 | 31-Oct-2009     | Dave Mackey         | On Target     |
| Removal of Telecommunication Equipment |                 | 31-May-2010     | Anne Peplow         | On Target     |
| Termination of Service tenancies       |                 | 31-Aug-2010     | Anne Peplow         | On Target     |

| <u>Progress Summary</u> |                           |                   |
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|---|----------------------------|---------------------|-----------------|---------------|
| ASP02-LAS-AP-008 - Provide advice and assistance in the implementation of the Major Service Review of Council Services (MSR). | Caroline Elwood            | Brian Gibson        | 31-Dec-2009     | On Target     |

| <u>Activities</u>   | <u>Comments</u> | <u>Deadline</u> | <u>Lead Officer</u> | <u>Status</u> |
|---|-----------------|-----------------|---------------------|---------------|
| Advice and assistance in the implementation of the Major Review of Council Services |                 | 31-Dec-2008     | Brian Gibson        | Completed     |

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